



# **Departmental Quarterly Performance Report**

**Department Name:**

**Office of the  
Citizens' Independent Transportation Trust  
Reporting Period:  
FY 04-05  
Third Quarter**

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# Departmental Quarterly Performance Report

Department Name:

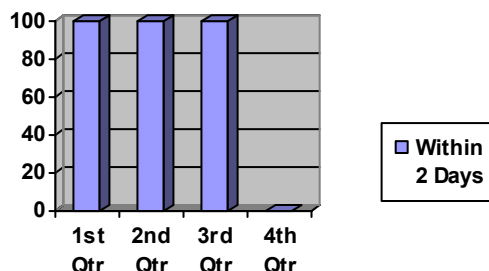
Reporting Period:

## MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

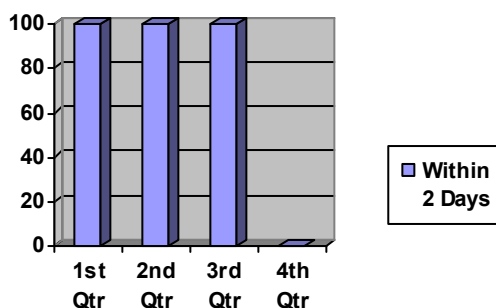
**TP5-3:** Review Agenda items within 2 days of arrival at the OCITT.



\*Department consistently met this performance objective during the quarter

☐ Strategic Plan  
☒ Business Plan  
☐ Budgeted Priorities  
☐ Customer Service  
☐ ECC Project  
☐ Workforce Dev.  
☐ Audit Response  
☐ Other \_\_\_\_\_  
 (Describe)

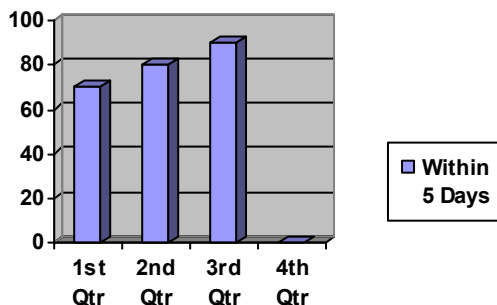
**TP5-3:** Submit staff review questions to PWD and MDT within 2 days of review



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☐ ECC Project  
☐ Workforce Dev.  
☐ Audit Response  
☐ Other \_\_\_\_\_  
 (Describe)

TP5-3: Submit first draft of minutes to the Executive Director's Office (Assistant to the Director) within 5 working days after Committee and CITT meetings.



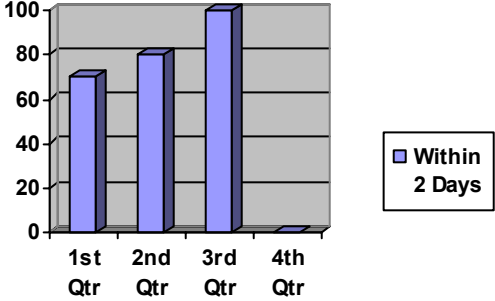
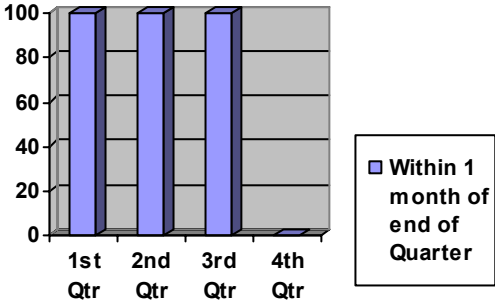
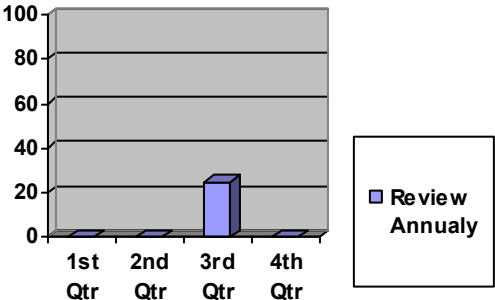
\* As a result of centralizing the agenda process, we have seen a significant improvement in this performance measure. A new employee was hired this quarter and we are expecting continued results closer to 100% for the next quarter

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 (Describe)

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<p>TP5-3: Submit CITT follow-up items to the Executive Director <b><u>within 2 days</u></b> following a meeting.</p>  <table border="1"> <caption>TP5-3: Submit CITT follow-up items to the Executive Director within 2 days</caption> <thead> <tr> <th>Quarter</th> <th>Within 2 Days (%)</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>100</td> </tr> <tr> <td>2nd Qtr</td> <td>100</td> </tr> <tr> <td>3rd Qtr</td> <td>100</td> </tr> <tr> <td>4th Qtr</td> <td>0</td> </tr> </tbody> </table>	Quarter	Within 2 Days (%)	1st Qtr	100	2nd Qtr	100	3rd Qtr	100	4th Qtr	0	<p> <input type="checkbox"/> Strategic Plan  <input checked="" type="checkbox"/> Business Plan  <input type="checkbox"/> Budgeted Priorities  <input type="checkbox"/> Customer Service  <input type="checkbox"/> ECC Project  <input type="checkbox"/> Workforce Dev.  <input type="checkbox"/> Audit Response  <input type="checkbox"/> Other _____          (Describe)       </p>
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<p>TP5-3</p> <ul style="list-style-type: none"> <li>Prepare Ordinance required 90-Day report on PTP implementation and submit to the ACM for the RTC agenda no later than <b><u>1 month</u></b> after the reporting period.</li> </ul>  <table border="1"> <caption>TP5-3: Prepare Ordinance required 90-Day report on PTP implementation and submit to the ACM for the RTC agenda no later than 1 month after the reporting period</caption> <thead> <tr> <th>Quarter</th> <th>Within 1 month of end of Quarter (%)</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>100</td> </tr> <tr> <td>2nd Qtr</td> <td>100</td> </tr> <tr> <td>3rd Qtr</td> <td>100</td> </tr> <tr> <td>4th Qtr</td> <td>0</td> </tr> </tbody> </table>	Quarter	Within 1 month of end of Quarter (%)	1st Qtr	100	2nd Qtr	100	3rd Qtr	100	4th Qtr	0	<p> <input type="checkbox"/> Strategic Plan  <input checked="" type="checkbox"/> Business Plan  <input type="checkbox"/> Budgeted Priorities  <input type="checkbox"/> Customer Service  <input type="checkbox"/> Workforce Dev.  <input type="checkbox"/> ECC Project  <input type="checkbox"/> Audit Response  <input type="checkbox"/> Other _____          (Describe)       </p>
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<p>*The department consistently meets this performance measure</p>											
<p>TP5-3: Review the pro forma on an <b><u>annual basis</u></b>.</p>  <table border="1"> <caption>TP5-3: Review the pro forma on an annual basis</caption> <thead> <tr> <th>Quarter</th> <th>Review Annually (%)</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>0</td> </tr> <tr> <td>2nd Qtr</td> <td>0</td> </tr> <tr> <td>3rd Qtr</td> <td>25</td> </tr> <tr> <td>4th Qtr</td> <td>0</td> </tr> </tbody> </table>	Quarter	Review Annually (%)	1st Qtr	0	2nd Qtr	0	3rd Qtr	25	4th Qtr	0	<p> <input type="checkbox"/> Strategic Plan  <input checked="" type="checkbox"/> Business Plan  <input type="checkbox"/> Budgeted Priorities  <input type="checkbox"/> Customer Service  <input type="checkbox"/> Workforce Dev.  <input type="checkbox"/> ECC Project  <input type="checkbox"/> Audit Response  <input type="checkbox"/> Other _____          (Describe)       </p>
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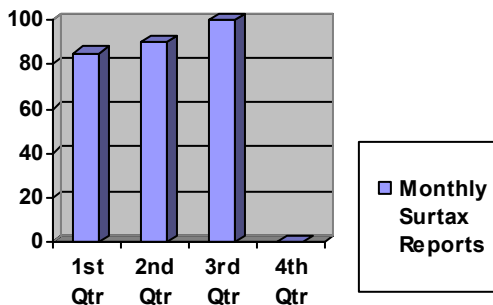
\*The CITT Financial Consultant officially started during the 3<sup>rd</sup> Quarter.

# Departmental Quarterly Performance Report

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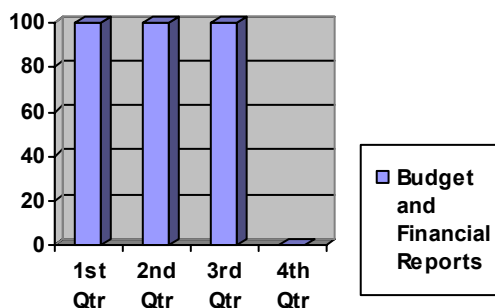
Reporting Period:

TP5-3: Prepare financial reports, including audited financial statements. Prepare **monthly** municipal surtax transfer reports (due each month – **end of month**)



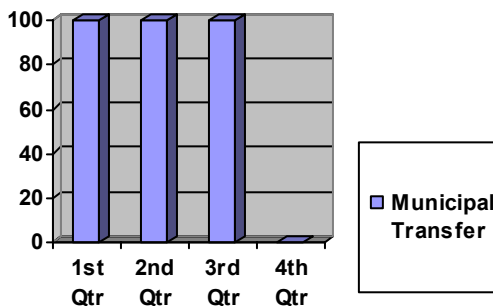
☒ Strategic Plan  
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☐ ECC Project

TP5-3: Prepare annual administrative and capital budget, and **quarterly and yearly financial reports.**



☒ Strategic Plan  
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☐ Other (Describe)

TP5-3: Transfer municipal surtax transfer monthly – **end of month.**



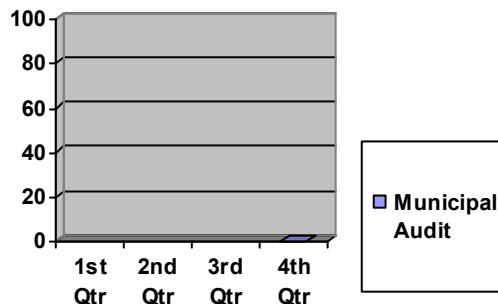
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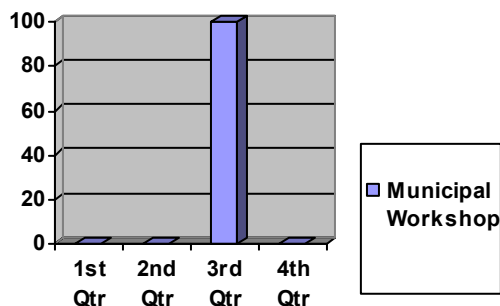
TP5-3: Audit four (4) municipalities per fiscal year



\*New effort - expected to be performed in FY 05-06

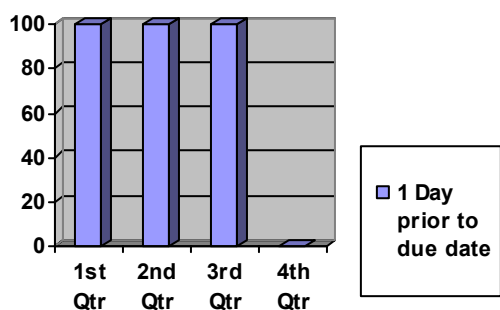
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 (Describe)

TP5-3: Conduct a yearly Municipal Workshop



☐ Strategic Plan  
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☐ Budgeted Priorities  
☐ Customer Service  
☐ Workforce Dev.  
☐ ECC Project  
☐ Audit Response  
☐ Other \_\_\_\_\_  
 (Describe)

TP5-3: Respond to County Manager's buck slips, emails, and correspondence in a timely manner (by request date)



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 (Describe)

# Departmental Quarterly Performance Report

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Reporting Period:

## PERSONNEL SUMMARY

### *A. Filled/Vacancy Report*

Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
		Quarter 1		Quarter 2		Quarter 3		Quarter 4	
		Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
12	14	12	2	10	4	11	3		

### Notes:

### *B. Key Vacancies*

None.

### *C. Turnover Issues*

None.

### *D. Skill/Hiring Issues*

None.

### *E. Part-time, Temporary and Seasonal Personnel (Including the number of temporaries long-term with the Department)*

none

### *F. Other Issues*

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## FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
<b>Revenues</b>								
Carryover -Prior Yr.	13,419	66,673	16,668	0	50,005	114,618	64,613	172%
P.T.P. Tax	161,307	153,000	38,250	41,174	114,750	98,117	(16,633)	64%
Interest Income	957	1,831	458	683	1,373	1,362	(11)	74%
<b>Total Revenue</b>	<b>175,683</b>	<b>221,504</b>	<b>55,376</b>	<b>41,857</b>	<b>166,128</b>	<b>214,097</b>	<b>(16,644)</b>	<b>97%</b>
<b>Expense</b>								
Personnel	1,375	1,485	371	441	1,114	1,077	(37)	73%
Other Operating	784	2,665	666	223	1,999	322	(1,677)	12%
Capital	0	0	0	0	0	0	0	0%
Transfers to MDT	26,134	85,855	21,464	0	64,391	0	(64,391)	0%
Transfers to PWD	510	2,780	695	0	2,085	0	(2,085)	0%
Transfers to Municipalities	32,261	30,600	7,650	12,018	22,950	17,029	(5,921)	56%
<b>Total Expenses</b>	<b>61,064</b>	<b>123,385</b>	<b>30,846</b>	<b>12,682</b>	<b>92,539</b>	<b>18,428</b>	<b>(74,111)</b>	<b>15%</b>
<b>Reserve for Future</b>	<b>114,618</b>	<b>98,119</b>	<b>139,148</b>	<b>143,793</b>	<b>188,207</b>	<b>310,287</b>	<b>122,080</b>	<b>N/A</b>

\* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

### Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
SP 401	83,466			104,178	
ET420	0			0	
<b>Total</b>	<b>83,466</b>			<b>104,178</b>	

### Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

1. Carryover from prior year was much higher than originally budgeted.
2. Transfers to MDT and PWD have not yet been billed by the departments for FY05.
3. Other Operating expense for the OCITT is much lower than originally budgeted due to an assessment of operating needs performed in FY05.
4. Revenue and Expense numbers are preliminary as accruals and payables have not yet been recorded.

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### ***STATEMENT OF PROJECTION AND OUTLOOK***

**The Department foresees to be within authorized budgeted expenditures and forecasts that available revenues will exceed expenses, except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

Not applicable.

### **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature

Department Director

Date \_\_\_\_\_